



HOT TUB/SPA PERMIT CHECKLIST

- **Application Sheet** for permit must be filled out. Please give a detailed description of the project in the space provided.
- A copy of your **current property survey** must be attached to the application, with the survey showing the location of the swimming pool (can be hand drawn onto the survey copy).
- *Pools must meet setback requirements for zoning district.*
- Include **plans and specifications** showing the type of hot tub/spa, enclosure type, height and gate (a brochure from the pool company is acceptable). *Note: Drainage cannot affect neighbor(s).*
- **Fences:** All hot tubs/spas requiring a fence must have a permanent fence within 90 days of the date of commencement of installation or construction.
- You will need to obtain an **Electrical Permit** from any *one* of the following agencies:
 - Central New York Electrical Inspection Services, LLC Larry Kinne @ 315-633-0027
 - Commonwealth Electrical Insp. Svc., Inc. Brian Fenner @ 315-440-4070
 - Commonwealth Electrical Insp. Svc., Inc. Gene Spencer @ 315-427-4864
 - New York Atlantic-Inland, Inc. Richard Kersey @ 315-532-0110 or 1-607-753-7118
 - The Inspector, LLC. Tim Willsey @ 1-800-487-0535
 - Upstate Electrical Inspection Agency, Inc. Aaron Bellows & Scott Bellows @ 315-452-5304*(Note: The electrical inspections are required for the Pool to be used. There is a fee for this).*
- The owner, or contractor is responsible for contacting *Dig Safe New York at 811 at least 2 working days before any type of excavating is started.*
- If the homeowner is doing the project, a copy of your homeowner's insurance declaration page must be submitted, and a workers' compensation exemption affidavit form must be filled out and notarized (can be done at the Village Clerk's Office). If a contractor is doing the work, they must submit current insurance certificates and/or exemption for Workers' Comp & Liability.
- The **Homeowner Pool Certification** sheet must be signed.
- **Building Permit Cost:**
 - \$75.00 up to 1st \$1000.00 of project cost
 - + \$ 8.00 per \$1000.00 over.

Final Inspection requirements

*Please call (315) 635-2481 when all the following stage(s)
of construction are completed:*

When the electrical sticker has been issued, the Hot Tub/Spa is in with the fence,
all locking gates, alarm(s) or safety cover are installed.

*(The Hot Tub/Spa may not be used until a final inspection has been completed
and a Certificate of Compliance has been issued.)*

Please retain this sheet for your reference